

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Jobs for the Future (JFF) and Lumina Foundation

Travel date(s): 4/5/2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$46.60	\$0.00	\$27.00	\$0.00

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Staff heard about strategies and initiatives to increase credential and high demand career attainment,

including VA's Career and Guided Pathways, Career Coaching, Workforce Credential Grant and Apprenticeship opportunities.

4.20.18

(Date)

Katherine McClelland

(Printed name of traveler)

Katherine McClelland

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4.20.18

(Date)

Patty Murray

(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF) and Lumina Foundation.
2. Description of the trip: JFF Congressional Staff Network Site Visit to Fredericksburg Virginia to examine high quality and innovative education and workforce programs. See attachment one for more detail.
3. Dates of travel: April 5, 2018
4. Place of travel: Germanna Community College - Fredericksburg, VA
5. Name and title of Senate invitees: See Attachment one.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR-
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND-
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND-
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF works with Lumina Foundation to select sites and topics around which to base site visits, taking into account

Congressional staff interest, the quality of programming and their relationship to workforce development and

education policy. See attachment one for more detail.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JFF and Lumina are interested in the development of policies that expand opportunities for low income and

disconnected populations to attain the education, training and credentials necessary to find family sustaining careers.

This trip will examine high quality and innovative approaches happening in the state. See attachment one.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has planned trips for the Congressional Network on Workforce Development and Economic Security for 10 years.

This is Lumina's first year working on the Network but has previously been involved in other Hill engagement.

See attachment one for more detail.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The meal expenses align with federal government travel per diem. See attachment two for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

A bus will be provided to transport staff to and from the visit. It is coach bus accomodations.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Maria K. Flynn

Name and Title: Maria Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C St NW Washington, DC 20001

Telephone Number: 617-728-4446

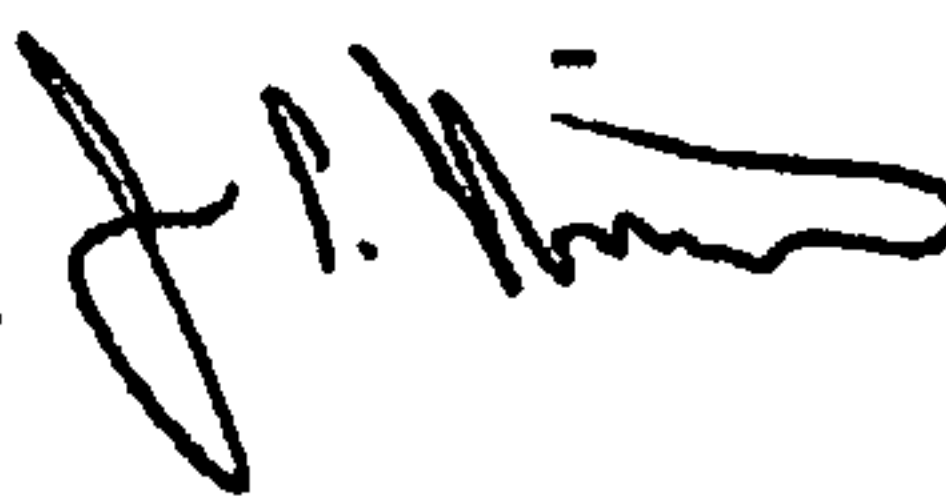
Fax Number: _____

E-mail Address: mflynn@jff.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the April 5, 2018 trip
to Fredericksburg, VA is true, complete, and correct.
Place of Travel *Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: _____



Name and Title: Jamie Merisotis, President/CEO

Name of Organization: Lumina Foundation

Address: 30 S. Meridian St. Suite 700 Indianapolis, IN 46204

Telephone Number: 800-834-5758

Fax Number: _____

E-mail Address: jmerisotis@luminafoundation.org

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Question #13: Mission of Sponsor

Purpose of the Trip and Mission of the Sponsor. Jobs for the Future (JFF) and Lumina Foundation are interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustaining careers. JFF and Lumina's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #14: History of Sponsor

History Carrying out Site Visits. Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for nearly 10 years. As part of that work we have held numerous DC-based local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN, Seattle, WA and Eastern KY. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues. This is Lumina Foundation's first year co-sponsoring the Congressional Staff Network.

Question #15: Educational Activities of Sponsor

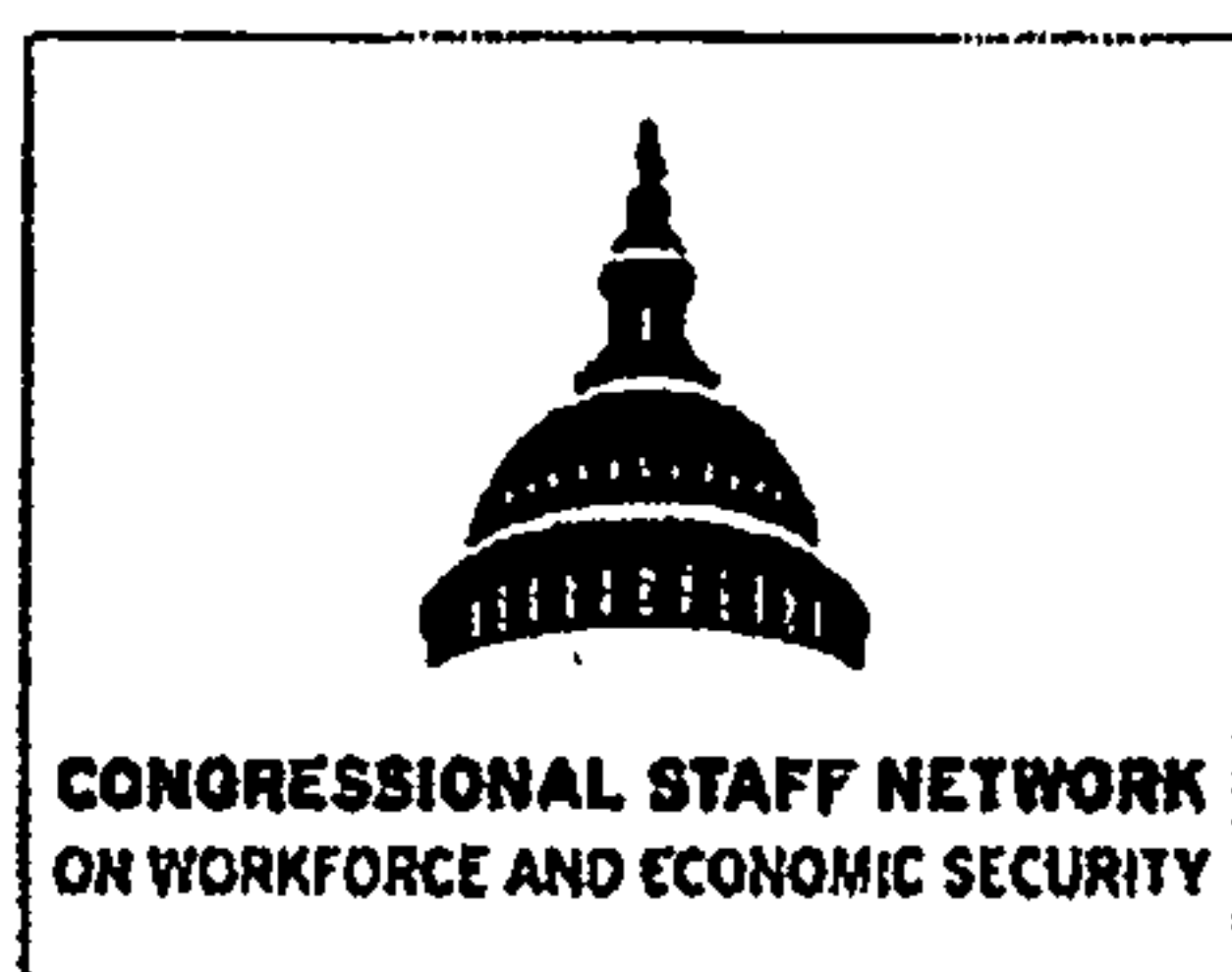
Other Education Activities. JFF and Lumina work with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancements for those struggling to succeed in today's economy. JFF is in more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

Question #18: Location

Reason for Selecting Location: JFF with the help from Lumina Foundation, selected Fredericksburg, Virginia for this site visit because of the innovative work the state is doing around workforce development. Recently, Virginia was recognized as the top Mid-Atlantic state in annual workforce development rankings and we believe the Commonwealth's commitment to innovative post-secondary skill development is worth highlighting. The visit will shed light on implications for higher education and workforce development policy, specifically on: Pre-apprenticeship and apprenticeship programs, career pathway approaches and strategies for supporting today's most vulnerable postsecondary students.

On the ground travel estimates: Transportation (via bus) for one day to and from DC:
\$1,350.00 divided by 29 people = Approx. \$46.60 each.

Meals: The total meal cost will be \$27.00 per person, which is below the government per diem rate of \$38.25.



CONGRESSIONAL STAFF NETWORK SITE VISIT

April 5, 2018 • Virginia

PARTICIPANT LIST

Congressional Staff Participants

Jake Baker
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Stacy Gresham
WIOA Program Student
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Allen Miller
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Terri Taylor

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Jobs for the Future Participants

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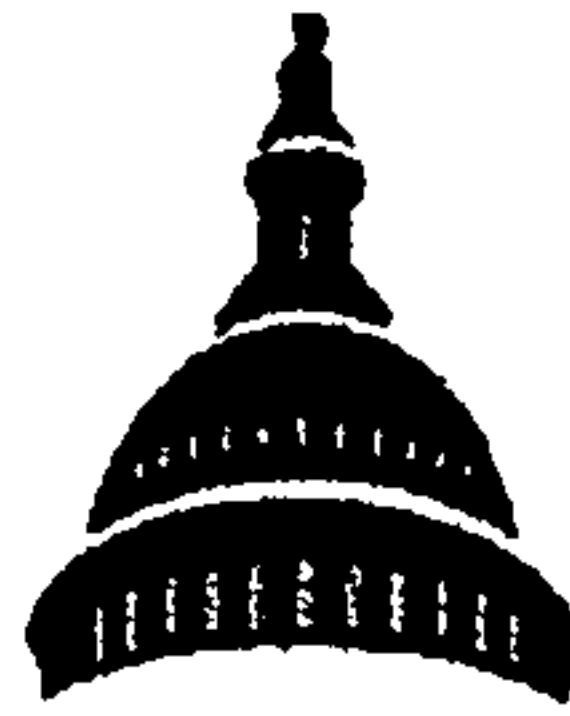
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Taylor Maag

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CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

AGENDA

April 5, 2018

Site Visit to Germanna Community College
Fredericksburg, Virginia

- 8:15 AM Staff arrive at Garfield Circle
United States Capitol, Washington DC 20016
- 8:30 AM Board Bus and Depart for Germanna Community College
1000 Germanna Point Dr. Fredericksburg, VA 22408
ROOM 105A&B
- 8:30 – 10:00 AM Travel to Germanna Community College.
- Overview of Site Visit: Staff will have packets with information about Virginia's Community College and Workforce Development System for the trip to Fredericksburg. Once they have read the materials, we will provide a brief overview of what they will see on the site visit and discuss some of the innovations they will hear about.
- 10:00 AM Arrive at Germanna Community College
- 10:00 – 10:20 AM Welcome and Introductions
- 10:20 – 12:00 PM Virginia's Community College and Workforce Development Systems – Current and Future Innovations
- Virginia State officials will discuss the state's many strategies and initiatives to increase students'/workers' credential and high demand career attainment (including Virginia's Career and Guided Pathways, Career Coaches, Developmental Education Redesign, FastForward, Middle College, Apprenticeship, and other initiatives designed to provide Virginians with the skills needed for in demand industries).
- **Megan Healy**, Chief Workforce Development Advisor, Office of Governor Ralph Northam
 - **Lori Dwyer**, Assistant Vice Chancellor for Workforce Policy, Virginia Community College System (VCCS)
 - **Shauna Davis**, Executive Director, Student Success Center, Virginia Community College System

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**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

- 12:00 – 1:30 PM** Lunch Meeting – Overview of Germanna’s student advising, adult career coaching, and workforce programs
- **Janet Gullickson**, Germanna Community College President
 - **Martha O’Keefe**, Germanna Associate Vice President of Workforce and Professional Development
 - **Stacy Gresham**, Student
- 1:30 – 1:55 PM** Travel to Germanna’s Fredericksburg Center for Advanced Technology (FredCat)
1325 Central Park Blvd, Fredericksburg, VA, 22401
- 1:55 – 2:35 PM** Overview and Tour of FredCat
On the tour, staff will see the college’s advanced manufacturing training facility and will discuss education and training efforts and potential policy implications.
- 2:35 – 3:45 PM** Overview of Germanna’s pre-apprenticeship and apprenticeship programs, with discussion of: efforts to help underprepared students gain access to apprenticeship; promising work-based learning strategies; plans for apprenticeship expansion; and employer engagement and support for apprenticeship.
- **Ben Sherman**, Germanna Workforce Program Coordinator
 - **Dan Sadtler**, Quarry Superintendent for Cedar Mountain Stone
 - **Allen Miller**, Student
 - **Roque Castro**, Chief Communications Officer, Elysium Tech Group
 - **Anders Blair**, Student
- 3:45 – 4:00 PM** Closing Discussion
- 4:00 PM** Board Bus for Departure from FredCat
- 4:00 – 5:15 PM** Travel to DC

On Bus: Discussion about what was seen on visit and the implications for public policy
- 5:00 PM** Drop Off at P Circle
Capitol Circle NE, Washington, DC 20004

United States Senate

SELECT COMMITTEE ON ETHICS

March 26, 2018

Katherine McClelland
Committee on Health, Education, Labor and Pensions
United States Senate
Washington, DC 20510

Dear Ms. McClelland:

This responds to your recent correspondence concerning an invitation you received to travel to the *Congressional Staff Network on Workforce and Economic Security* site visit to Germanna Community College, in Fredericksburg, Virginia, on April 5, 2018, sponsored by Jobs for the Future (JFF) and Lumina Foundation (collectively, the Sponsors). The Sponsors certified to the Select Committee on Ethics (the Committee) they will pay the *necessary expenses*¹ related to the travel and that they are neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and they are not otherwise acting as a representative or agent of a foreign government. The Sponsors have also certified that they do not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the Sponsors are neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and are not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.